

## ARTICLE 97-02

### LICENSING REQUIREMENTS

Chapter	
97-02-01	Licensing Requirements
97-02-01.1	Licensed Professional Clinical Counselor
97-02-02	Disciplinary Procedures
97-02-03	Code of Ethics

### CHAPTER 97-02-01 LICENSING REQUIREMENTS

Section	
97-02-01-01	Requirements to Become a Licensed Professional Counselor
97-02-01-01.1	Fees
97-02-01-02	Academic Programs
97-02-01-03	Requirements to Become a Licensed Associate Professional Counselor
97-02-01-03.1	Fees
97-02-01-04	Waiving Formal Examination
97-02-01-05	Renewal of License
97-02-01-05.1	Late Renewal
97-02-01-06	Continued Professional Growth
97-02-01-07	Grandfather Provisions [Repealed]

**97-02-01-01. Requirements to become a licensed professional counselor.** In order for an applicant to become a licensed professional counselor, an individual must make application to the board, supplying, at a minimum, the following information:

1. A copy of a master's degree transcript from an accredited school or college that meets the academic standards set forth in section 97-02-01-02.
2. Three recommendations as follows:
  - a. One from the counselor educator who provided direct supervision in the applicant's counseling practicum or internship;
  - b. One from an employer who provided general supervision of the applicant's work since receipt of the master's degree; and
  - c. One from the professional who provided direct supervision of the applicant's counseling experience.
3. Certification that the individual has a minimum of two years of supervised experience under a licensed professional counselor or its equivalent. Equivalency has been determined to be a duly

credentialed human service professional or other individual approved by the board for supervision. The supervision must include individual, face-to-face meetings that occur at regular intervals over a two-year period. Supervision in a group setting may also be provided, such as in the case of a conference among members of a professional staff or other arrangement. A total of one hundred hours over the two-year period of supervision through individual and group methods must be documented. At least sixty hours must be individual face-to-face supervision.

4. Provides a statement of intent to practice, describing proposed use of the license, the intended client population, and the counseling procedures that the applicant intends to use in serving the client population.
5. Showing successful completion of the national counselor examination as distributed and administered under the auspices of the national board of certified counselors.

**History:** Effective June 1, 1991; amended effective February 1, 1995; February 1, 1998.

**General Authority:** NDCC 43-47-03

**Law Implemented:** NDCC 43-47-06

**97-02-01-01.1. Fees.** The following fees have been established by the board for the licensed professional counselor:

1. Application fee, one hundred fifty dollars.
2. Renewal fee, one hundred dollars.

**History:** Effective February 1, 1998.

**General Authority:** NDCC 28-32-02, 43-47-03

**Law Implemented:** NDCC 43-47-03, 43-47-06

**97-02-01-02. Academic programs.** Academic programs are programs identified specifically as counseling programs in the graduate bulletin of the accredited school or college. These programs include counseling, counselor education, counseling and guidance, and counseling and development. In addition to the master's degree in counseling, the applicant's graduate transcript must indicate coursework in the following areas: counseling methods, group counseling, counseling theories, counseling practicum, individual appraisal or testing, and statistics or research methods. Effective July 1, 1995, in addition to the master's degree, the applicant's graduate transcript must indicate a minimum of forty-eight semester credits (or seventy-two quarter hours), including coursework in the following areas: counseling theories, counseling methods, group counseling, individual appraisal or testing, statistics or research methods, human growth and development, social and cultural foundations, career and lifestyle development, professional orientation and ethics, and counseling practicum or internship.

Graduates from master's degree programs in other human services fields may also meet the academic and training standards for licensure. In addition to the master's degree, the applicant's transfer must indicate coursework that is equivalent to the coursework in the following areas: counseling methods, group counseling, counseling theories, counseling practicum, individual appraisal or testing, and statistics or research methods. Effective July 1, 1995, in addition to the master's degree, the applicant's graduate transcripts must indicate a minimum of forty-eight semester credits (or seventy-two quarter hours), including coursework in the following areas: counseling theories, counseling methods, group counseling, individual appraisal or testing, statistics or research methods, human growth and development, social and cultural foundations, career and lifestyle developments, professional orientation and ethics, and counseling practicum or internship.

**History:** Effective June 1, 1991; amended effective February 1, 1995; February 1, 1998.

**General Authority:** NDCC 28-32-02

**Law Implemented:** NDCC 43-47-06

**97-02-01-03. Requirements to become a licensed associate professional counselor.** In order for an applicant to become a licensed associate professional counselor, an individual must make application to the board, supplying, at a minimum, the following information:

1. A copy of a master's degree from an accredited school or college that meets the academic standards set forth in section 97-02-01-02.
2. Three recommendations as follows:
  - a. One from the practicum agency contact person;
  - b. One from the applicant's master's degree program advisor; and
  - c. One from an additional counselor educator.
3. A written plan which at a minimum must include an estimated number of client contact hours per week and must specify the supervision received. The supervision must include individual, face-to-face meetings that occur at regular intervals over the two-year period. Supervision in a group setting may also be provided such as in case conference among members of a professional staff or other arrangement. A total of one hundred hours over the two-year period of supervision through individual and group methods must be documented. At least sixty hours must be individual face-to-face supervision.

4. Showing successful completion of the national counselor examination as distributed and administered under the auspices of the national board of certified counselors.

**History:** Effective June 1, 1991; amended effective February 1, 1995; February 1, 1998.

**General Authority:** NDCC 28-32-02

**Law Implemented:** NDCC 43-47-06

**97-02-01-03.1. Fees.** The following fees have been established by the board for the licensed associate professional counselor:

1. Application fee, one hundred fifty dollars.
2. Renewal fee, one hundred dollars.

**History:** Effective February 1, 1998.

**General Authority:** NDCC 28-32-02, 43-47-03

**Law Implemented:** NDCC 43-47-03, 43-47-06

**97-02-01-04. Waiving formal examination.** The board may grant a license without examination to a person who holds, at the time of the application, a license issued by another state if the person was licensed on the basis of the national counselor examination testing. Applicants not meeting this requirement are required to successfully complete this examination. An applicant for license by reciprocity shall also submit the following items to the board:

1. An application form completed in a manner prescribed by the board accompanied by the required fee.
2. A photostatic copy of the license from the other state.
3. A copy of the licensing statute and rules of the state issuing the license in the other state.
4. The name and address of the licensing committee, agency, or board of the other state.
5. Verified score of the national counselor examination that meets or exceeds the passing score determined by the board.

The board or its designee shall verify that the licensing state imposes substantially the same requirements as North Dakota, and that there is no other reason constituting good cause for refusing to issue such license.

**History:** Effective June 1, 1991.

**General Authority:** NDCC 28-32-02

**Law Implemented:** NDCC 43-47-03, 43-47-06

**97-02-01-05. Renewal of license.** A professional counselor may renew his license every two years by use of the prescribed form and documentation of thirty hours of continuing education requirements for a two-year period. One continuing education hour will be based upon a fifty-minute hour. Notification of renewals will be made in the month prior to the anniversary date of each license and each applicant will be given thirty days to respond.

**History:** Effective June 1, 1991; amended effective February 1, 1998.

**General Authority:** NDCC 28-32-02

**Law Implemented:** NDCC 43-47-03, 43-47-06

**97-02-01-05.1. Late renewal.** A license that has not been renewed because of the failure to pay the annual license fee must be reinstated and the license renewed if within one year from the date of nonrenewal the licenseholder pays the amount of annual license fee in default and a late fee of one hundred dollars. If a license is not renewed within one year from the date of nonrenewal, the applicant must apply for a new license.

**History:** Effective February 1, 1998.

**General Authority:** NDCC 28-32-02

**Law Implemented:** NDCC 43-47-06, 43-47-06.2

**97-02-01-06. Continued professional education.** Examples of items meeting continuing professional educational requirements include attending professional meetings, conferences, and workshops or taking graduate courses in counseling or human service fields.

**History:** Effective June 1, 1991.

**General Authority:** NDCC 28-32-02

**Law Implemented:** NDCC 43-47-06

**97-02-01-07. Grandfather provisions.** Repealed effective February 1, 1998.